



# Coordinating Manager - Recorder

## Job Description

Department: Recorder  
Position: Career Service  
Grade: 512  
Supervisory: Yes  
Reports to: County Recorder

### Summary

Manages daily operations and activities of assigned work units within the Recorder's Office. Plans, supervises and schedules staff and resources for Customer Service, Recording, and Quality Control functions. Coordinates activities with other stakeholders and provides routine and complex administrative support for the Recorder's office. Conducts research, prepares statistical reports, handles information requests, analyzes budgetary data, and interprets budget guidelines. Works closely in a confidential relationship with the County Recorder and Associate County Recorder.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Act as primary point of contact for the Recorder department; when authorized from the County Recorder, respond to media inquiries; coordinate community outreach for Recorder's office.
2. Supervise, plan, coordinate, and direct the work of assigned personnel; identify and address performance and/or behavior issues in a timely manner and initiate corrective action as directed; conduct annual performance evaluations.
3. Perform administrative duties for department head and other staff members; create reports, memos, letters, and prepare other documents as needed; review and maintain accurate content of Recorder website.
4. Perform communication and other related actions as a liaison with the Office of Human Resource Management; coordinate recruitment, selection, and hiring; coordinate hire and termination dates and personnel actions for promotion, career ladder, and reassignment.
5. Receive, direct and resolve questions and complaints; provide detailed and technical information to taxpayer's, industry professionals, and other government entities.
6. Read and analyze incoming memos, submissions, and reports to determine their significance and plan for distribution; distribute as appropriate.
7. Exemplify the desired culture and philosophy of the organization.

### For Office Use Only

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Job Title: Coordinating Manager - Recorder  
FLSA: Exempt  
Effective Date: 12/30/2020  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Manager

8. Maintain office calendar; coordinate office coverage, ensuring functional areas are appropriately staffed; ensure appropriate coverage with time off requests and other scheduling information.
9. Perform general office duties; order supplies, schedule meeting and training rooms, and record and distribute meeting minutes; assist in maintaining an organized office.
10. Assist in department planning and budgeting procedures, including expenditure and revenue projecting, planning, analyzing, and reporting; request budget transfers when directed; follow up through completion.
11. Assist with interviewing and hiring of staff; create and maintain appropriate personnel files and related documentation.
12. Function as a timekeeper for the division; utilize the County's time-entry system to ensure proper reporting of work time; resolve employee payroll questions and issues in coordination with the Office of Human Resource Management.
13. Track due dates of performance appraisals; ensure completion and submission to the Office of Human Resource Management; ensure department record of positions corresponds with the County's official staffing plan.
14. Review clerical and administrative work processes and improve methods used; monitor and update department policies; provide backup support for administrative functions.
15. Negotiate the purchase of office supplies, furniture, and office equipment, etc., in accordance with company purchasing policies and budgetary restrictions.
16. Coordinate vendor presentations and maintain communications with vendors as appropriate.
17. Make travel arrangements for office.
18. Oversee work orders for department building maintenance; initiate requests and monitor processes to ensure timely completion of work as requested.
19. Participate as needed in special department projects.
20. Work effectively as a team member with the other members of management and the Recorder's Office staff.

#### **Knowledge, Skills, and Abilities**

- Knowledge of state laws governing the functions of the Recorder's Office
- Knowledge of supervisory techniques, including ability to resolve conflicts and complaints
- Knowledge of general organization and functions of county government
- Knowledge of Geographic Information Systems (GIS) technology and its application to recorder mapping functions
- Knowledge of real estate and title law as applied to the Recorder's office
- Knowledge of county budgeting principles
- Skilled in applying financial knowledge to statistical data analysis
- Skilled in Microsoft Office Suite including the creation of document and spreadsheets
- Skilled in intermediate reading, writing, and math
- Skilled in conducting research

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- Skilled in public relations
- Ability to distill relevant and useful elements from vast amounts of information and extract pertinent information from confidential documents
- Ability to communicate ideas, findings, and recommendations in a clear, concise manner verbally and in writing
- Ability to coordinate media inquiries and community outreach with the County Recorder
- Ability to maintain the confidentiality of files, records, and reports
- Ability to multitask, prioritize, and meet deadlines
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain objectivity amid conflicts, work effectively under pressure, and cultivate cooperative working relationships
- Ability to effectively supervise, motivate, and guide others while maintaining own workload

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

While performing the duties of this job, the employee regularly works in an office setting. This role routinely uses standard office equipment such as computers, phones and photocopiers/scanners. Work requires frequent contact with the public and employees which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is required to type, file or lift office supplies up to twenty (20) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee occasionally drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Required Education and Experience**

1. Bachelor's degree in Business, Public Administration or closely related field.

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2. Four (4) years of administrative support work experience including one (1) year in a supervisory capacity.
3. Equivalent combinations of education and experience may also be considered but may not replace the one (1) year of supervisory experience.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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